



Capital Projects Manager

Department: General Services

Class Code: 2442

EEO Code: 22

FLSA: E

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in assisting the Construction Manager in planning, directing, coordinating and inspecting construction projects; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Develops Request For Proposals for architectural and/or engineering consultant work; interviews prospective consultants; reviews proposals and negotiates contracts; acts as County liaison with architect/engineering consultants, coordinating design and construction review; observes work in progress to ensure the procedures followed and materials used conform to specifications; prepares samples of unapproved materials for testing; interprets blueprints and specifications for contractor and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction; records quantities of materials received or used during specified periods; maintains daily log of construction and inspection activities and compares progress reports; computes monthly estimates of work completed and approves payment for contractor; prepares detailed reports; prepares change orders; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of engineering, architectural and construction principles, practices and procedures as applied to a variety of structures; of engineering and construction contract processes and procedures.

Considerable skill in effectively negotiating with officials in the construction industry and public agencies; in analyzing proposed contract modifications; in communicating effectively both, orally and in writing; in reading, interpreting and evaluating complex technical drawings, plans, specifications, and contracts related to the design and construction of building projects. Ability to perform the physical requirements necessary to inspect a construction project.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate degree in engineering, construction management or related field and five years of experience in the construction industry.

ADDITIONAL REQUIREMENTS:

Valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
